

Safe and Inclusive Tennis – Reporting a Concern Form

For recording concerns about a child or adult that involve physical/sexual/emotional/financial abuse, bullying, neglect or discrimination. **If someone is in immediate danger, call the police on 999.**

Please complete the form (electronically or print and use black ink) within 24 hours and return to Claire Morgan, Club Welfare Officer, at claire.morgan31@btinternet.com within 48 hours of the concern

| concern. | | | | |
|--|------------------|-------------------|----------------|-----------------------------|
| Date concern raised: | | | oday's date: | |
| Section 1) | Details of those | involved in conce | rn | 1 |
| | Your details | | Welfare Office | er / Referee (if different) |
| Name | | | | |
| Name of venue | | | | |
| based at | | | | |
| Role at venue (if applicable) | | | | |
| Contact details (including address) | | | | |
| | | | | |
| | Person you are o | concerned about | Alleged perpe | trator |
| Name | | | | |
| Date of birth (if known) | | | | |
| Name of venue based at | | | | |



| Role at | | | | | | | | | |
|--|--------|--|--|--|--|--|--|--|--|
| venue (if | | | | | | | | | |
| applicable) | | | | | | | | | |
| | | | | | | | | | |
| Contact | | | | | | | | | |
| details | | | | | | | | | |
| (including | | | | | | | | | |
| address) | | | | | | | | | |
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| | | | | | | | | | |
| Is the Welfare Officer/Referee aware of the concern? (please delete) | | | | | | | | | |
| Yes No | | | | | | | | | |
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| Section 2) Details of the c | oncern | | | | | | | | |
| What happened? | | | | | | | | | |
| Diagon includes | | | | | | | | | |
| Please include: | | | | | | | | | |
| • When | | | | | | | | | |
| Where | | | | | | | | | |
| Who told you about the | | | | | | | | | |
| concern | | | | | | | | | |
| Who was involved | | | | | | | | | |
| Any visible injuries? | | | | | | | | | |
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| Additional comments | | | | | | | | | |
| Additional comments | | | | | | | | | |
| Is there any other information which you think is relevant to the concern? | | | | | | | | | |
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Section 3) Details of the parent or carer of the person you are concerned about (if relevant)

| Name(s) | | | | | | |
|--|---|-----------------|------------|--|--|--|
| 114 | | | | | | |
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| | | | | | | |
| Contact details (including | | | | | | |
| address) | | | | | | |
| | | | | | | |
| | | | | | | |
| Have they been informed of | V N- | | | | | |
| the concern? (please delete) | Yes No | | | | | |
| The parent/carer should not be | If they have not been informed of the concern, please give your | | | | | |
| informed if doing so would put | reason why: | | | | | |
| the child/adult at risk of harm | | | | | | |
| | | | | | | |
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| Section 4) Actions taken | (th | | 1 TA -4- \ | | | |
| Who has been informed about the concern? (e.g. Children's Services, Police, LTA, etc.) | | | | | | |
| Name | Organisation and role | Contact details | Date | | | |
| | | | informed | | | |
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| What did they say/do? | | | | | | |
| What did they say/do? | | | | | | |
| What did they say/do? | | | | | | |
| What did they say/do? | | | | | | |
| What else has been done | | | | | | |
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